

#30

COMPLETE

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Page 1

Q1 Please could we take some basic details about the person we will be working with to build your new website (If the main contact is you, please provide your details)

Name of Main Contact	Lisa Horritt
Name of your Council	Creswell Parish Council
Email Address of Main Contact	clerk@creswellparishcouncil.co.uk
Phone Number of Main Contact	01785240358

Q2 Do you have a website currently? **Yes**

Page 2

Q3 Can we take content from your current website over to your new site? **Yes**

Q4 Are there pages on your current website (that may need new content) that we shouldn't move across? If yes, please list the pages so we do't copy the content over. **Yes,**
Which pages?:
Gallery, Annual public meeting (this can go within the meetings diary)

Page 3

Q5 Are there any websites you like the look/features of? Please list: **Respondent skipped this question**

Q6 If your Council has a logo/crest, please could you upload a high quality version of it as a JPEG, JPG or PNG

CPC Logo.jpg (474.1KB)

Q7 What colours would you like us to use on your website? **Please use the colour(s) on our crest/logo**

Q8 Do you have councillor photos or other photos of your town/village/city you would like displayed on the website? **Yes, I will send them over to you in an email/ via WeTransfer (for large files)**

Q9 According to the GDPR, your website should have a Privacy Statement. Please let us know what you would like to be done in regards to this: **Please place Vision ICT's general Privacy Statement in the footer of the website**

Q10 Your Domain. a) If you are keeping your current domain this is an ideal time for you to look into who hosts it. There will be a time before your website goes live when we ask you to get in touch with them and ask them to change the DNS A Records. Knowing who they are will help prevent any delays.b) If you would like a new domain, please could you specify which you would like? **keeping our current domain**

Q11 If we don't currently host your emails, would you like to transfer them to us? **We already have our emails with you**

Page 4

Q12 If we are setting up new email addresses for you, we need a list of the emails you need and what format you would like them to be e.g. cllrsmith@, cllr.j.smith@, cllrjohn@, john.smith@, smith@ etc...Please list below

Respondent skipped this question

Page 5

Q13 Do you have a deadline for sending the site live? If yes, please use the comment box to tell us when.

Yes:
Sept 2020

Q14 If you are happy for us to do so, we will raise the initial 50% of the invoice and get it sent out. Where should the invoice be sent to?

Please send it to me